

**Department of Children and Families
Albert J. Solnit Children's Center
South Campus, Middletown, CT
Office Assistant may under fill at Clerk Typist level
Part-time, 34 hours weekly**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current DAS exam list

Location: Albert J. Children's Center – South Campus in Middletown, CT
This position will be working on the patient/resident units.

Job Posting No: VB82255S

Hours: Monday – Friday: Four 7-hour days (9:00 am - 4:30 pm), one 6-hour day (10:00 am - 4:30 pm)

Salary: \$19.02 - \$24.96 hourly

Closing Date: 12/31/14

Eligibility Requirement:

Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing mathematical computation; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals, and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

General Experience: Two (2) years' general clerical work experience.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Special Requirement: Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Education Development (GED) certification by the time of permanent appointment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Applicants must submit a CT-HR-12 (State application), resume, letter of intent, original transcripts and a copy of any license or certification required to the address indicated; state employees must submit their two most recent performance appraisals in lieu of references. Please specify the posting number on all application materials. Incomplete application packets will not be considered. Please mail all applications materials to the address indicated. If you have previously applied for this position you do not need to reapply.

**Albert J. Solnit Children's Center – South Campus
915 River Road
Middletown, CT 06457
Attn: Jasmyrn Raymond – Human Resources**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.